

**UNITED STATES PROBATION OFFICE
Eastern District of Oklahoma
101 N. 5th Street, S-118
Muskogee, OK 74401**

EMPLOYMENT OPPORTUNITY

Position Title: **U.S. PROBATION OFFICER**

Announcement Number: 12 - 01 -USPO

Opening Date: February 16, 2012

Closing Date: March 1, 2012

Grade: CL-25 step 1 to CL-28 step 61

Starting Salary Range:\$39,522 (pay table 31) to \$89,481 (pay table 01)

Subject to the availability of funds, starting salary will be commensurate with qualifications and based upon Court Personnel System (CPS) guidelines.

Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for salary placement above step 01 of the appropriate classification level.

Area of consideration:

Current U.S. Probation/Pretrial Employees

This full-time position is located in the United States Probation Office for the Eastern District of Oklahoma. The incumbent conducts investigations, provides recommendations to the court, and supervises persons who have been charged with or convicted of federal crimes. Applicants should have a thorough knowledge of the criminal justice system.

REPRESENTATIVE DUTIES:

Conducts investigations, prepares reports for the court and makes recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal crimes. The preparation of these reports may require interviewing defendants and their families; investigating the offense; investigating the prior criminal record and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims, churches, and civic organizations. The purpose of these activities is to obtain information about the defendant's background; to assess risk; to assess the appropriateness of detention or release pending trial; to assess the probability of future criminal behavior; and to determine the amount of loss and the defendant's ability to pay monetary penalties, including restitution, fines and costs of

prosecution. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents bail or presentence reports and makes release or sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper release decision or imposition of sentence.

Supervises offenders and defendants to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. Maintains personal contact with some through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Detects evidence of substance abuse and takes appropriate action, which may include implementing necessary treatment or initiating revocation proceedings. Refers offenders and defendants to appropriate outside agencies for counseling, treatment, employment assistance and training. Evening and weekend work is required for supervision activities.

Initiates contacts with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, Federal Bureau of Prisons, and attorneys concerning defendants' behavior and conditions of supervision. Detects and investigates violations and implements appropriate response. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

QUALIFICATIONS STANDARDS:

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position, is required for all probation officer positions. Three years specialized experience is preferred.

Specialized Experience: Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

SPECIAL REQUIREMENTS FOR PROBATION OFFICERS AND PROBATION OFFICER ASSISTANTS:

Due to the nature of duties performed by the probation office, applicants will be subject to a government background investigation. Officers may be appointed provisionally pending a clear background investigation.

If not already serving as a U.S. Probation/Pretrial Services Officer or Assistant, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening.

Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Out of District Specialized Training

If not already serving as a U.S. Probation/Pretrial Services Officer or Assistant, prior to appointment, newly appointed officers to the position of U.S. Probation Officer will be required to attend a six (6) week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, S.C.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

The duties of probation officers and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses. Travel within the state is required. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of the appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

- **Previous or current federal employees should also submit a copy of their last performance evaluation and Notification of Personnel Action (SF50).**
- If selected for an interview, applicants will be required to present copies of college transcripts.

If all materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

U.S. Probation Officer Applications should be returned to:

Human Resources Division - Eastern District of Oklahoma
Announcement 12 - 01 - USPO
P O Box 1645
Muskogee, OK 74402-1645
Telephone: 918-684-7976

Applications accepted by mail to address above,
by fax at 918-684-7971
or by email at teresa_hathcoat@okep.uscourts.gov

**** Please indicate Announcement # 12-01-USPO on top margin of the application form ****

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected. Travel and relocation expenses will not be paid.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Employees are required to use the Electronic Funds transfer (EFT) for payroll deposit.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll.

Proof of eligibility status will be required.

The selected candidate will be subject to a background check as a condition of permanent employment. Employment will be considered provisional until background check is completed and favorable suitability is determined.